



# UNITED STATES MARINE CORPS

TRAINING COMMAND  
2042 SOUTH STREET  
QUANTICO, VIRGINIA 22134-5001

5213  
C47  
14 OCT 2003

## COMMANDING GENERAL'S POLICY LETTER 5-03

From: Commanding General, Training Command  
To: Distribution List

### FINANCIAL DISCLOSURE REQUIREMENTS

#### (a) Commander's Policy Letter 7-02

1. Situation. Establish financial disclosure requirements for members of Training Command.

2. Mission

a. Who

Commanding Officer, The Basic School  
Commanding Officer, Weapons Training Battalion  
Commanding Officer, School of Infantry (West)  
Commanding Officer, School of Infantry (East)  
Commanding Officer, Marine Corps Combat Service Support School  
Commanding Officer, Marine Corps Communications-Electronics School  
Commanding Officer, Marine Detachment, Fort Sill  
Executive Officer, The Basic School  
Executive Officer, Weapons Training Battalion  
Executive Officer, School of Infantry (West)  
Executive Officer, School of Infantry (East)  
Executive Officer, Marine Corps Combat Service Support School  
Executive Officer, Marine Corps Communications-Electronics School  
Executive Officer, Marine Detachment, Fort Sill

Additionally, all Commanding Officers, Commanders and Officers In Charge, Detachment Commanders and Marine Representatives of Training Command that meet reporting requirements established by the Joint Ethics Regulation and/or when determined to be required by Commanding General, Training Command. This includes Executive Officers.

b. What. The Joint Ethics Regulation, DoD 5500.7-R requires certain members, military and civilian, to annually file the Office of Government Ethics Confidential Financial Disclosure Report (OGE Form 450).

c. When. The OGE Form 450 should be completed, signed, and forwarded on or after 30 September on an annual basis.

d. Where. Annually, forward the completed forms no later than the 15<sup>th</sup> working day of October to:

Commanding General, Training Command  
3300 Russell Road (C47/Legal Officer)  
Quantico, VA 22134

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- e. Why. To ensure compliance with the Joint Ethics Regulation (JER).

EXTRACT FROM THE JOINT ETHICS REGULATION

SECTION 3. CONFIDENTIAL FINANCIAL DISCLOSURE REPORT (SF 450)

7-300. Individuals Required to File

a. Covered Positions. For purposes of this section, unless required to file an SF 278, Appendix C of this Regulation, or unless expressly exempted, the following individuals are in "covered positions" and are required by 5 C.F.R. 2634 (reference (a)) in subsection 7-100 of this Regulation, above, to file initial and annual SF 450 [now called an OGE 450], Appendix C of this Regulation, through their supervisor to their Ethics Counselor as set out in subsection 7-305 of this Regulation, below:

(1) **Commanding Officers, heads and deputy heads, and Executive Officers of:**

(a) **Navy shore installations with 500 or more military and civilian DoD employees (including foreign nationals and indirect-hire personnel regularly attached but excluding personnel attached for temporary duty); and**

(b) **All Army, Air Force, and Marine Corps installations, bases, air stations or activities.**

NOTE: The Commanding General, Training Command, may always require subordinates to file in those instances where the circumstances recommend it (for example, if the CO, Marine Detachment, Lackland AFB, handled a large independent acquisition account because of new military police trainees' requirement for black gear, then Training Command might have an interest in knowing if the Commanding Officer owns significant stock in the company from which he buys).

With this in mind, the JER provides that "covered positions" also include:

(3) DoD employees classified at GS/GM-15 or below under 5 U.S.C. 5332 (reference (c)) or a comparable pay level under other authority, and **members of the military below the grade of O-7 as follows:**

(a) **When the official responsibilities of such DoD employees require them to participate personally and substantially through decision or exercise of significant judgment in taking an official action for contracting or procurement, administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits, regulating or auditing any non-Federal entity, or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity;**

(b) **Any DoD employees serving in a position in which his supervisor determines that the duties and responsibilities of the position require the DoD employee to file such a report to avoid an actual or apparent conflict of interest and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual.**

Again, absent special circumstances, the vast majority of Commanding Officers and Executive Officers should not be required to file.

3. Execution

Subj: FINANCIAL DISCLOSURE REQUIREMENTS

- a. Commander's Intent. Minimize reporting requirements.
  - b. Concept of Operations. The Joint Ethics Regulation may be found at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/). The OGE Form 450 may be downloaded from <http://www.usoge.gov/home.html>.
  - c. Tasks. Complete OGE Form 450 on an annual basis as directed above. The Commanding General, Training Command is responsible for reviewing and signing the Commanding Officer's submission and forwarding it to the "Agency's Final Reviewing Official," Counsel, MCCDC/MCB Quantico, VA. The Commanding Officer is responsible for reviewing and signing the Executive Officer's submission and shall forward it for review by the Commanding General, Training Command, who will subsequently forward it to the Counsel, MCCDC/MCB Quantico, VA.
  - d. Coordinating Instructions. Counsel, MCCDC/MCB Quantico is available to answer ethics questions at Commercial 703-784-3009 or DSN 278-3009.
4. Administration and Logistics. Reference (a) is cancelled.
5. Command and Signal
- a. Key Personnel. Staff Secretary, Commercial 703-784-0028, DSN 278-0028 or the Legal Officer, Commercial 703-784-5042, DSN 278-5042.
6. Applicability. This policy letter is applicable to all commands and units of Training Command.



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